

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-8
Subject: ASSAULT LEAVE	Date of Issue: 7/1/79
Preparing Office: Office of the Superintendent	Amended: 5/8/02

I. Policy

- A. An employee of a county board who is absent due to physical disability that results from an assault while in the scope of board employment shall be kept on full pay status instead of sick leave during the period of absence. (§6-111 Education Article)
- B. Each county board shall establish rules and regulations for the entitlement and use of assault leave, including a requirement that an employee provide:
 - 1. A signed statement that justifies the use of assault leave; and
 - 2. If medical attention is required, a certificate from a licensed physician that states the nature and duration of the disability.

II. Procedure

- A. Employees shall submit to their immediate superior the leave time desired with reasons as soon as possible after the event.
- B. If medical attention is secured, a statement from the attending physician stating the nature and duration of the disability must accompany the written request.
- C. Employees returning from an absence of four (4) or more days must present certification by a medical provider that they are able to return to work. The FCPS Certification of Health Care Provider form is used to report this information. The medical certification must be submitted to the FCPS employee benefits officer for review at least 24 hours prior to returning to work.

Approved:

Original signed by

Jack D. Dale
Superintendent